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ABSTRACT

The California Library Authority for Systems and Services (CLASS) was formed by a Joint Exercise of Powers Agreement in June, 1976, to assist in developing and implementing a system for library program development and resource sharing. As a cooperative public agency, CLASS serves academic, public, and special libraries. The first annual report includes: (1) a summary and chronology of the year's activities; (2) membership; (3) publications; (4) finances; (5) audit report; (6) statement of revenues; and (7) directories of the Board of Directors, the Authority Advisory Council, the Interim Planning Committee, and members. (AWP)

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U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

California Library Authority for Systems and Services

First Annual Report 1976-77

Ronald F. Miller

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The California Library Authority for Systems and Services (CLASS) was formed by a Joint Exercise of Powers Agreement in June of 1976. Pictured at the signing of the Agreement are, standing left to right, Dr. David S. Saxon, President, University of California; Ethel S. Crockett, California State Librarian; and Rod Diridon, Supervisor, Santa Clara County. Seated left to right are Tom L. Bradley, Mayor, City of Los Angeles; and Dr. Robert N. Burnham, Superintendent, Grossmont Community College District.

Signatories to the agreement not pictured include Dan McCorquodale, Chairperson, Board of Supervisors, Santa Clara County; Dr. Wilson Riles, Superintendent of Public Instruction, California State Department of Education; and Dr. Glenn S. Dumke, Chancellor, The California State University and Colleges.

BOARD OF DIRECTORS AND ALTERNATES

CLASS Board of Directors	Permanent Alternates
Rod Diridon (Chairman) Supervisor, Fourth District County of Santa Clara	Jean Gomes Physical Education Instructor and Counselor Rancho Junior High School
Tom Bradley Mayor City of Los Angeles	Grace Montanez Davis Deputy Mayor City of Los Angeles
Robert N. Burnham Superintendent Grossmont Community College District	Erv Metzgar (Vice-Chairman) President Grossmont Community College
Ethel S. Crockett State Librarian California State Library	Sheila Thornton Chief of State Library Services California State Library
David S. Saxon President University of California Berkeley	Stephen R. Salmon Executive Director Library Planning University of California
O Meredith Wilson	
Glenn S. Dumke Chancellor California State University and Colleges	Ransom Wood, Director Learning Services Development California State University and Colleges
Roy Kidman (Interim Planning Committee Chairperson) University Librarian University of Southern California	

California Library Authority for Systems and Services

CLASS

1415 Koll Circle, Suite 101
San Jose, CA 95112
(408) 289-1756

LETTER OF TRANSMITTAL

October 31, 1977

The Board of Directors
California Library Authority for
Systems and Services

Ladies and Gentlemen:

It is with pleasure that I submit herewith my first Annual Report of the activities and finances associated with the operation of the California Library Authority for Systems and Services (CLASS) during the period July 1, 1976 through June 30, 1977.

This report is prepared as stipulated in Section XII of the Joint Exercise of Powers Agreement:

> "The Authority shall cause to be prepared an annual financial and operations report including a report of all receipts and disbursement of funds which shall be available at the office of the Secretary of The Authority and a copy thereof shall be delivered to each member participating in The Authority under Section II."

Respectfully submitted,

Ronald F. Miller

Ronald F. Miller
Executive Director

RFM/atb
enclosure

CLASS: a cooperative public agency serving academic, public and special libraries

Board of Directors:

Rod Diridon, Supervisor, Fourth District, County of Santa Clara Chairman

Tom Bradley, Mayor City of Los Angeles

Robert N. Burnham, Supt. Grossmont Community College District

Ethel S. Crockett California State Librarian

David S. Saxon, President University of California

Glenn S. Dumke, Chancellor California State University and Colleges

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Purpose of CLASS

The Joint Exercise of Powers Agreement, which specifies the organizational structure and guidelines for program development of CLASS, states in Section I that:

> The purpose of this Agreement is to exercise such powers by creating an agency to assist the parties in their joint efforts to develop and implement a system for library program development and resource sharing including:
>
> (1) to provide for the cooperative development and maintenance of common bibliographic and holdings data bases;
>
> (2) to provide for development and implementation of an interlibrary loan and delivery system;
>
> (3) to provide for development and operation of systems for cooperative use of cataloging data, cooperative acquisitions, and other forms of resource sharing; and
>
> (4) to provide for the development and implementation of library systems for information exchange.

Summary and Chronology of the Year's Activities

Toward the development of a system which could satisfy these services, the Board, assisted by an Interim Planning Committee, embarked on an intensive program during this period which had essentially two goals; to set up the working organizational structure and hire an executive director. This activity consumed almost the full administrative year. The following chronology illustrates the major events associated with these tasks as well as other matters. The first three events are shown merely to present some of the events leading up to the formalization of the Joint Exercise of Powers Agreement.

1974	
April 25	Exploratory meeting on Intersegmental Library Planning
August 1	Intersegmental Task Force starts meetings
1975	
October	"Questions and Answers Concerning California Library Authority for Systems and Services (CLASS)" pamphlet published

1976

May 25	Joint Exercise of Powers Agreement signed by Dan McCorquodale, Santa Clara County Board of Supervisors
June 2	Joint Exercise of Powers Agreement signed by Wilson Riles, the California State Library, Department of Education
June 3	Joint Exercise of Powers Agreement signed by David S. Saxon, the Regents of the University of California
June 16	Joint Exercise of Powers Agreement signed by Tom Bradley, Mayor, City of Los Angeles
June 17	Joint Exercise of Powers Agreement signed by Robert N. Burnham, Superintendent, Grossmont Community College District
October 4	LSCA Grant approved by the State Library
November 4	Joint Exercise of Powers Agreement signed by Glenn S. Dumke, Chancellor, California State University and Colleges
November 15	Ronald F. Miller accepts position of Executive Director
December 4	Bylaws adopted by the Board

1977

February 7	Executive Director commences work at temporary quarters at Santa Clara County Library, San Jose
March 11	Board confirms apppointment of Ronald F. Miller as Executive Director
March 27	Office moved to 1450 Koll Circle, San Jose
April 8	Membership campaign brochures for FY1977 mailed.
May 5	Ann ten Brummeler, Secretary/Receptionist hired
May 16	Moved into permanent office quarters at 1415 Koll Circle, San Jose
May 31	Janice Tagart joins staff as Administrative Assistant
June 3	First meeting of the Congress of Members; election and first meeting of the Authority Advisory Council; establishment of four *ad hoc* Task Groups: (1) California Data Base, (2) Online Reference Services, (3) Resource Sharing, (4) Goals and Priorities
June 15	Publication of *Online Resource Sharing, a Comparison of BALLOTS and OCLC: a Guide for Library Administrators* by Jamie J. Levine and Timothy Logan

This year can be characterized as a year of anticipation and organizational development. Very little work was done toward the development of a coherent plan of services, except that as part of speech marathon during March through June, several suggestions were offered by audience participants to the Executive Director about services which CLASS should consider developing. Exploratory discussions did occur with the staff of the Computerized Information Services, operated by the University of California, about the potentiality of CLASS undertaking the operation of that service to a broader user base. And briefings were held about the California Union List of Periodicals production facility, as well as the ATSS telephone network being installed for some public institutions.

Most of these activities were information gathering from two perspectives: the Executive Director needed to learn as much as possible about California librarianship

and Californians were eager to learn what CLASS was going to do for them. At year's end, four clusters of development areas were identified which resulted in the authorization by the Authority Advisory Council to form the *ad hoc* task groups noted above on June 3. None of these groups had met by the end of June.

The staff, at that point, was composed of the Executive Director, an Administrative Assistant, and a Secretary/Receptionist.

Membership

A state-wide membership campaign was launched in March, using mailing lists provided by the State Library and Los Angeles City College Library, and a brochure compiled in January. By the June 3 meeting of the Congress of Members, 101 libraries were CLASS members. From their ranks twenty-one representatives and alternates were elected, on a proportioned basis, to the Authority Advisory Council. Their names are listed on page 12. The Congress also elected its own officers:

Bernard Kreisman
University of California, Davis
(Chairperson)

Catherine C. Lucas
Riverside City and County Library
(Vice-Chairperson)

Robert Conover
Pasadena Public Library
(Secretary)

Publications

The following items were published by CLASS this year:

CLASS: a Cooperative Public Agency serving Academic, Public and Special Libraries (brochure)

Online Resource Sharing: a Comparison of BALLOTS and OCLC: a Guide for Library Administrators by Jamie Levine and Timothy Logan

Single copies of the latter publication were distributed free to members and others purchased it for $5 plus tax.

The Future

The immediate task ahead is for the Authority Advisory Council to decide upon the services which its members determine to be the highest priority for CLASS to develop. It is expected that this effort will be accomplished by September 1977. Then these priorities will be submitted to the Board for approval, probably in October, after the staff determines schedules, costs and resources needed to implement them. It appears that construction and use of a California Data Base in machine-readable form will be among the top projects for FY'77-78.

A second membership campaign will occur in mid-summer. It is hoped that libraries which joined in the final days of FY'76-77 will renew, and that additional members will join which are now not very well represented, namely school libraries, special libraries and private academic institutions.

Some enquiries were received about altering both the rate structure to favor smaller libraries, and the membership criteria so that systems and networks could join CLASS without the necessity for every library in the group to be a member. These questions will be examined by the Board next year.

Finances

For the first year of CLASS' existence, income came almost exclusively from a LSCA Grant administered by the County of Santa Clara for CLASS. A modest amount of income was received from memberships which was set at $100 per year by the Board. A special provision for charter members joining after January 1977 and before July 1977, set the effective rate at $50. The $100 rate was voted by the Board to obtain during FY'77-78.

A breakdown of income and expenditures appears in the Auditor's Report on the following pages.

Respectfully submitted,

Ronald F. Miller
Executive Director

Office of the County Executive: Internal Audit
County Government Center, East Wing
70 West Hedding Street
San Jose, California 95110
299-3316 Area Code 408

County of Santa Clara

California

August 26, 1977

Board of Supervisors
County of Santa Clara
San Jose, California

We have examined the balance sheet of the California Library Authority for Systems and Services (CLASS) as of June 30, 1977, and the related statement of revenues, expenses and changes in fund balance for the period July 1, 1976 through June 30, 1977. Our examination was made in accordance with the State Basic Audit Program and Reporting Guidelines for California Special Districts and generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the aforementioned financial statements present fairly the financial position of CLASS at June 30, 1977, and the results of its operations and changes in fund balance for the period July 1, 1976 through June 30, 1977, in conformity with generally accepted accounting principles.

Scott E. Wallace
SCOTT E. WALLACE
Internal Auditor

Bertram F. Schirle
BERTRAM F. SCHIRLE
Chief Internal Auditor

SEW:BFS:nrm

An Equal Opportunity Employer

Audit Report
of
California Library Authority for Systems and Services

Financial Statement
June 30, 1977

Internal Audit Division
Finance and Administration Agency
County of Santa Clara

Balance Sheet
June 30, 1977

Assets

Cash on Deposit with Santa Clara County	$89,982	
Petty Cash	100	$90,082
Accounts Receivable — State Grant (Note 1)		351,561
Accrued Interest Receivable		1,468
Prepaid Expenses		1,208
Equipment		1,695
Total Assets		446,014

Liabilities and Fund Balance

Liabilities

Federal and State Payroll Taxes Payable	$ 4,776
Accounts Payable	2,746
Accrued Salaries Payable	968
Total Liabilities	8,490
Fund Balance	437,524
Total Liabilities and Fund Balance	$446,014

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See Notes to Financial Statements

California Library Authority for Systems and Services
Statement of Revenues, Expenses and Changes in Fund Balance
For the Period
July 1, 1976 Through June 30, 1977

Revenues		
State Grant		$468,750
Membership Fees		5,375
Interest Income		4,283
Total Revenues		478,408
Expenses		
Salaries and Benefits	$20,238	
Transportation	8,308	
Operating Expenses	6,928	
Printing and Binding	2,238	
Telephone Expense	1,049	
Consulting Services	1,022	
Rent - Office Space and Equipment	979	
Worker's Compensation Insurance	122	
Total Expenses		40,884
Excess of Revenues Over Expenses		437,524
Fund Balance, July 1, 1976		0
Fund Balance, June 30, 1977		$437,524

See Notes to Financial Statements.

Audit Report: California Library Authority for Systems and Services

Notes to Financial Statements

Note 1: Organization and Funding

The California Library Authority for Systems and Services (CLASS) was organized by the State of California under a Joint Exercise of Powers Agreement on June 1, 1976. The agency was created to develop and implement cooperative systems for library program development and resource sharing for member libraries throughout the State of California.

Under the terms of the agreement, CLASS is to be self-supporting, deriving its revenue from grants and from payments for services. During 1976 CLASS received a $468,750 grant from the State of California Department of Education-State Library to pay personnel and operating expenses for the fiscal year ending June 30, 1977. The grant requires CLASS to refund to the state any grant payments made to CLASS in excess of actual expenses.

No funds were received or disbursed by CLASS in June, 1976. In fiscal year 1976-77, CLASS operated on a limited basis and did not hire staff until 1977. For this reason, the grant revenue was not fully spent. CLASS has received an extension of the grant period to June 30, 1978.

Note 2: Significant Accounting Policies

Accounting records are maintained on a cash basis. Financial statements have been adjusted to reflect the accrual basis of accounting.

Depreciation is not recorded on fixed assets as prescribed by the "Uniform System of Accounts for Other Districts" issued by the Controller of the State of California.

Note 3: Commitments

CLASS is committed under a long term lease for annual office rental payments as follows:

1978	$11,484
1979	$11,484
1980	$10,048

The lease is cancellable on the anniversary date if government funding is stopped and sixty days prior notice is given.

CLASS Interim Planning Committee

Members	Alternates
Roy L. Kidman (Chairman) University Librarian University of Southern California	David Weber Director Stanford University Libraries
Bernard Kreissman University Librarian University of California, Davis	Page Ackerman University Librarian UCLA
Edythe Moore Library Director Aerospace Corporation	Mark H. Baer Library Director Hewlett-Packard Company
Carol Moss (Secretary) Library Director Los Angeles County Public Library	Barbara J. Campbell Library Director Santa Clara County Library
Nancy Percy Assistant State Librarian California State Library	Gerald Newton Chief, Bureau of Technical Services California State Library
Hal C. Stone Library Director Los Angeles City College Library	Lawrence Sherwood College Librarian Grossmont College Library
Thomas Harris Learning Services Development California State University and Colleges	Morris Polan University Librarian California State University

Members and Officers of the Authority Advisory Council (AAC)

Authority Advisory Council Chairman:	Eleanor Montague University Librarian University of California, Riverside
Authority Advisory Council Vice-Chairman:	Carol E. Moss Chief Librarian Los Angeles County Public Library

Authority Advisory Council Representatives, Alternates, and Convenors:

California State Library:	AAC:	Nancy W. Percy Assistant State Librarian California State Library
	Alternate:	Gerald Newton Chief, Bureau of Technical Services California State Library
	Convenor:	Nancy W. Percy
California State University and Colleges:	AAC:	Morris Polan University Librarian California State University, Los Angeles
		Henry Miller Madden University Librarian California State University, Fresno
	Alternate:	Louis A. Kenney Director of Library Services California State University, San Diego
	Convenor:	Morris Polan
Community Colleges Libraries:	AAC:	Hans Larsen Assistant Dean Ohlone College
	Alternate:	Lawrence Sherwood College Librarian Grossmont College
	Convenor:	Hans Larsen

Public Libraries (including Public School Libraries):	AAC:	Barbara Campbell County Librarian Santa Clara County Library
		Carol E. Moss
		Clarence R. Walters County Librarian Contra Costa County Library
		Curtis May Director of Library Services San Mateo E[illegible]ational Resource[illegible]er
		Hal Watson Acting City Librarian Pomona Public Library
		Robert A. Hart Library Director Santa Barbara Public Library
	Alternate:	Bruce Bajema County Librarian Marin County Free Library
	Convenor:	Clarence R. Walters
University of California	AAC:	Millicent Abell University Librarian University of California, San Diego
		Page Ackerman University Librarian University of California, Los Angeles
	AAC:	Richard M Dougherty University Librarian University of California, Berkeley
		David W. Heron University Librarian University of California Santa Cruz
		Eleanor Montague
		Lee J. Mosley Assistant Director University of California, San Francisco
		John E. Smith University Librarian University of California, Irvine
	Alternate:	Donald C. Davidson University Librarian University of California, Santa Barbara
	Convenor:	Eleanor Montague

Special Libraries:	AAC:	Faye Hagner Public Services Librarian Orange County Law Library
	Alternate:	Cecily J. Surace Library Director Rand Corporation
	Convenor:	Faye Hagner
Private Academic Libraries:	AAC:	David C. Weber Director, Stanford University Libraries
		Kathleen Loewy Head Librarian University of Southern California
		Albert Brecht Law Librarian University of Southern California Law Library
	Alternate:	Myron Jacobstein Law Librarian and Professor of Law Stanford University Law Library
	Convenor:	Kathleen Loewy

Appendix C

California Library Authority for Systems and Services (CLASS)

Membership List a/o June 30, 1977

The Aerospace Corporation
Charles C. Lauritsen Library
Rep: Vivian Aterbery

Alameda County Library
Rep: Barbara G. Boyd

Allergan Pharmaceuticals Library
Rep: Retha Ott

Berkeley Public Library
Rep: Jack M. Tyler

California Polytechnic State University Library
Rep: Norman D. Alexander

California Postsecondary Education Commission
Rep: Elizabeth Testa

California School of Professional Psychology Library
Rep: Kathleen Loewy

California State College Library, Bakersfield
Rep: Benton F. Scheide

California State College Library, Dominguez Hills
Rep: Phillip Wesley

California State Library
Rep: Nancy W. Percy

California State University Library, Chico
Rep: Frederick W. Ryan

California State University Library, Fresno
Rep: Henry M. Madden

California State University Library, Los Angeles
Rep: Morris Polan

California State University Library, Northridge
Rep: Norman E. Tanis

California State University Library, Sacramento
Rep: Gordon P. Martin

Carlsbad City Library
Rep: Georgina Cole

Children's Home Society State Headquarters
Weltha M. Kelley Memorial Library
Rep: Claire L. Colfax

Citrus Community College Library
Rep: Aline C. Wisdom

City College of San Francisco Library
Rep: Iole Matteucig

City of Pasadena Public Library
Rep: Robert W. Conover

Claremont Colleges Libraries
Rep: Patrick T. Barkey

Consumnes River College Library
Rep: Terry I. Kastanis

Contra Costa County Library
Rep: Clarence R. Walters

Evergreen Valley College Learning Resource Center
Rep: Ken Fawson

Fresno County Free Library
Rep: John K. Kallenberg

Fullerton College
William T. Boyce Library
Rep: Shirley E. Bosen

Graduate Theological Union Library
Rep: Stillson Judah

Grossmont College Library
Rep: Lawrence Sherwood

Hartnell Community College Learning Resource Center
Rep: Luella Wiens

Information Access Corporation Library
Rep: Brett Butler

Inglewood Public Library
Rep: John W. Perkins

Kaiser Aluminum & Chemical Corporation Library
Rep: Fred Farhat

Legal Services Corporation Library
Rep: Franklin A. Weston

L.I.F.E. Bible College Library
Rep: Beverly E. Carlton

Lockheed-California Company Technical Information Center
Rep: Stanley A. Elman

Loma Linda University Libraries
Rep: George V. Summers

Long Beach Public Library
Rep: Frances Hanselman

Los Angeles City College Library
Rep: Hal Stone

Los Angeles County Law Library
Rep: Earl C. Borgeson

Los Angeles County Museum of Natural History Library
Rep: Kathryn E. King

Los Angeles County Public Library
Rep: Carol E. Moss

Los Angeles Public Library
Rep: Mariana Reith

Los Angeles Valley College Library
Rep: Marjorie Knapp

Los Gatos Memorial Library
Rep: John Schmuck

Marin County Free Library
Rep: Bruce Bajema

Mills College Library
Rep: Laura Bloomquist

MiraCosta Community College Library
Rep: Leland E. Russell

Modesto Junior College Library
Rep: Joseph Schefter

Mountain View Public Library
Rep: Ruth Lawson

Northrop Corporation Library
Rep: Hugo W. Jones

Oceanside Public Library
Rep: Helen M. Nelson

Ohlone College Learning Resource Center
Rep: Hans L. Larsen

O'Melveny & Myers Law Library
Rep: Stanley K. Pearce

Orange County Law Library
Rep: Faye Hagner

Orange County Public Library
Rep: Harry M. Rowe, Jr.

Pacific Oaks College and Children's Program
Andrew Norman Library
Rep: Cheryl Hadley

Palomar College Library
Rep: Bonnie R. Smith

Ralph M. Parsons Company
Central Library
Duane M. Helgeson

Pepperdine University
Poyson Library
Rep: Dorothy W. Moore

Pomona Public Library
Rep: Hal Watson

Porterville College Library
Rep: Isabel K. Sunderland

R & D Associates
Technical Information Center
Rep: Margaret R. Anderson

The Rand Corporation Library
Rep: Cecily J. Surace

Richmond Public Library
Rep: Theodora L. Johnson

Riverside City & County
Public Library
Rep: Catherine E. Lucas

San Bernardino County Library
Rep: Barbara Anderson

San Diego County Law Library
Rep: O. James Werner

San Diego State University Library
Rep: Louis A. Kenney

San Luis Obispo City-County Library
Rep: Dale W. Perkins

San Mateo County Library
Rep: James W. Buckley

San Mateo Educational
Resources Center
Rep: F. Curtis May

San Mateo Public Library
Rep: A. Kraig

Santa Barbara Public Library
Rep: Robert A. Hart

Santa Clara County Free Library
Rep: Barbara J. Campbell

Santa Monica College Library
Rep: Norma Nyquist

Sausalito Public Library
Rep: Pat Lawrence

Solano County Library
Rep: Josephine M. Becker

Sonoma County Library
Rep: David Sabsay

Sonoma State College Library
Rep: Yvette M. Fallandy

Southern California College of
Optometry Library
Rep: Pat Carlson

Southwestern College Library
Rep: Lois Marriott

Stanford University Law Library
Rep: J. Myron Jacobstein

Stanford University Libraries
Rep: David C. Weber

Stanford University Medical Center
Lane Medical Library
Rep: Peter Strangl

Tulare County Free Library
Rep: Oloanne D. Palen

University of California Library,
Berkeley
Rep: Richard M. Dougherty

University of California Library
Davis
Rep: Bernard Kreissman

University of California Library,
Irvine
Rep: John E. Smith

University of California Library,
Los Angeles
Rep: Russell Shank

University of California Library,
Riverside
Rep: Eleanor Montague

University of California Library,
San Diego
Rep: Millicent Abell

University of California Library,
San Francisco
Rep: Lee J. Mosley

University of California Library,
Santa Barbara
Rep: Allen B. Veaner

University of California Library,
Santa Cruz
Rep: David Heron

University of the Pacific Library
Rep: James A. Riddles

University of San Francisco
Richard A. Gleeson Library
Rep: Paul E. Birkel

University of Southern California
Doheny Library
Rep: Roy Kidman

University of Southern California Library
Rep: Albert Brecht

Ventura County Library
Rep: Dixie D. Adeniran

Whittier College
Wardman Library
Rep: Phillip O'Brien

Xerox Corporation
Palo Alto Research Center Library
Rep: Guiliana Lavendel